United Nations ST/SGB/2010/7

Secretariat

2 August 2010

Secretary-General's bulletin

Organization of the secretariat of the Economic and Social Commission for Western Asia

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", as amended by ST/SGB/2002/11, and for the purpose of establishing the organizational structure of the secretariat of the Economic and Social Commission for Western Asia (ESCWA), promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, as amended by ST/SGB/2002/11 and ST/SGB/2005/8, entitled "Organization of the Department of Management".

Section 2
Functions and organization

2.1 The secretariat of the Economic and Social Commission for Western Asia:

(a) Promotes economic and social development through regional and subregional cooperation and integration;

(b) Serves as the main economic and social development forum within the United Nations system for the ESCWA region;

(c) Supports the development by its member States of norms and standards that facilitate economic relations and integration within the region and into the world economy;

(d) Undertakes research and analysis and promotes policy measures for the economic and social development of member States;

(e) Gathers and disseminates information and data relating to the economic and social development of the region;

(f) Organizes conferences and intergovernmental and expert group meetings and sponsors training workshops, symposiums and seminars;

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(g) Formulates and promotes development assistance activities and projects commensurate with the needs and priorities of the region, acts as an executing agency for relevant operational projects and provides technical advisory services and project-specific consultations to Governments, intergovernmental organizations and non-governmental organizations;

(h) Coordinates the activities of ESCWA with those of departments and offices of the United Nations Secretariat, other United Nations organizations and such intergovernmental organizations as the League of Arab States, the Gulf Cooperation Council and the Organization of the Islamic Conference with a view to ensuring maximum complementarity and synergy;

(i) Provides substantive and secretariat services and documentation for ESCWA and its subsidiary bodies.

2.2 The secretariat of ESCWA is divided into organizational units as described in the present bulletin.

2.3 The secretariat of ESCWA is headed by the Executive Secretary. The Executive Secretary and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5, as amended by ST/SGB/2002/11.

Section 3
Executive Secretary

3.1 The Executive Secretary of ESCWA is accountable to the Secretary-General.

3.2 The Executive Secretary:

(a) Is responsible for all the activities of ESCWA and its administration;

(b) Assists and advises the Secretary-General on matters concerning economic and social development in Western Asia and acts as a focal point in the secretariat on matters concerning the economic and social development of the region;

(c) Represents the Secretary-General on special assignments relating to issues of economic and social policy on Western Asia;

(d) Identifies broad strategies for the development and implementation of the programme of work of ESCWA and maintains close contact with representatives of member States and associate member States, departments and offices of the United Nations Secretariat, other intergovernmental organizations and non-governmental organizations;

(e) Is responsible for the security of United Nations personnel, premises and assets within the ESCWA compound and for the implementation of the security and safety policies of the Organization.

Section 4
Deputy Executive Secretary

4.1 The Deputy Executive Secretary is accountable to the Executive Secretary.

4.2 The Deputy Executive Secretary:

(a) Assists the Executive Secretary in managing and implementing the substantive programme of work of ESCWA, in formulating development policies and strategies for consideration by member States, including on matters relating to the Commission and its subsidiary bodies, member States, other intergovernmental organizations and non-governmental organizations in Western Asia, and in managing external relations with the member States and the host country;

(b) Contributes to the formulation of the Commission's substantive strategies and policies by participating in various committees, preparing documents on policy issues and acting, as required, as an adviser to the Executive Secretary;

(c) Assists the Executive Secretary in supervising and providing leadership to all ESCWA programme managers, in particular on the coordination and effective formulation, implementation and evaluation of the Commission's substantive policies and programmes;

(d) Initiates action to enhance collaboration between ESCWA and the League of Arab States, the Gulf Cooperation Council and other regional organizations;

(e) Ensures the effective implementation of actions required by the secretariat pursuant to the resolutions and decisions of the Commission, the Economic and Social Council and other intergovernmental organizations;

(f) Assists the Executive Secretary in strengthening financial mechanisms for the operation of the Commission and supports programme managers with a view to improving opportunities for the provision of capacity-building and technical assistance to member States;

(g) Provides leadership for the development of innovative and/or change management programmes;

(h) Acts as Officer-in-Charge of the Commission responsible for the overall functioning of the secretariat during the absence of the Executive Secretary.

Section 5
Office of the Executive Secretary

5.1 The Office of the Executive Secretary is headed by the Special Assistant to the Executive Secretary, who is accountable to the Executive Secretary.

5.2 The core functions of the Office of the Executive Secretary are as follows:

(a) Servicing the secretariat and facilitating the exercise of the Executive Secretary's supervisory responsibilities;

(b) Maintaining relations with member States, United Nations organizations and other international organizations;

(c) Enhancing the image of ESCWA and public relations in the member States.

Section 6
Secretary of the Commission

6.1 The Secretary of the Commission is accountable to the Executive Secretary.

6.2 The Secretary of the Commission is responsible for:

(a) Supervising the sessions of the Commission, its Preparatory Committee and its subsidiary bodies and other intergovernmental meetings;

(b) Maintaining relations with departments and offices of the United Nations Secretariat, the Economic and Social Council and other United Nations organizations;

(c) Coordinating external relations and maintaining close contact with member States, intergovernmental and non-governmental organizations, the host Government and other United Nations offices located in Lebanon and providing information on the deliberations and decisions of ESCWA as required;

(d) Supervising the meetings of advisory bodies and other consultative committees of the Commission;

(e) Providing the Executive Secretary with advice on matters relating to the work of ESCWA associated with governmental and intergovernmental meetings and meetings of its subsidiary bodies and non-governmental organizations;

(f) Overseeing the conduct of the sessions of ESCWA and its subsidiary bodies and organizing and servicing conferences, meetings and seminars in cooperation with the relevant units of the secretariat of ESCWA and the Department for General Assembly and Conference Management at Headquarters;

(g) Following up with the substantive divisions responsible for implementing the resolutions of the Commission and the recommendations of its subsidiary bodies and for preparing the reports of the subsidiary bodies of the Commission;

(h) Maintaining contacts with member States and international and regional organizations, including the United Nations regional coordination mechanism.

Section 7
Statistics Division

7.1 The Statistics Division is headed by a Chief, who is accountable to the Executive Secretary.

7.2 The core functions of the Statistics Division are as follows:

(a) Acting as the regional focal point for the Statistics Division of the Department of Economic and Social Affairs, United Nations organizations, other international and regional organizations and member States;

(b) Organizing and coordinating the meetings of the ESCWA Intergovernmental Statistics Committee, meetings of expert groups and statistical capacity-building workshops and seminars with a view to strengthening national statistical systems and harmonizing official statistics in the ESCWA region;

(c) Coordinating the statistical data work of the ESCWA secretariat and the collection, production and dissemination of statistics in print and electronic media and through an online database.

Section 8
Economic Development and Globalization Division

8.1 The Economic Development and Globalization Division is headed by a Chief who is accountable to the Executive Secretary.

8.2 The core functions of the Economic Development and Globalization Division are as follows:

(a) Conducting studies and advising member States on the latest world trade issues and on economic and market considerations;

(b) Promoting policies and programmes aimed at strengthening the process of economic cooperation and integration among member States;

(c) Conducting studies on member States' policies on intraregional and international movement of people, capital and trade and facilitating regional cross-border trade and investment;

(d) Conducting comparative studies on the impact of fiscal and monetary policies on the development of regional cooperation;

(e) Conducting labour demand and supply analyses and studying intraregional labour flows;

(f) Studying the existing and projected needs of the tourism industry and transportation infrastructure in the region;

(g) Providing member States with technical assistance on current world trade issues;

(h) Providing periodic economic statistics, deriving indicators at the regional and country levels and forecasting the economic situation for macroeconomic policy formulation and analysis;

(i) Providing planners and policymakers with development and macroeconomic indicators, including on growth and productivity performance and projections for comparative analysis;

(j) Undertaking analytical studies of current financial and economic trends in member States within regional and global contexts and deriving financial indicators for the countries of the region;

(k) Providing assistance to member States in formulating and implementing their economic development policies and strategies and their systems of national accounts.

Section 9
Information and Communications Technology Division

9.1 The Information and Communications Technology Division is headed by a Chief who is accountable to the Executive Secretary.

9.2 The core functions of the Information and Communications Technology Division are as follows:

(a) Assisting member States in developing a common vision and understanding of the information society;

(b) Providing assistance to member States in formulating and implementing their information and communications technology development policies and strategies;

(c) Providing substantive servicing to the Consultative Committee on Scientific and Technological Development and promoting the utilization of science, technology and innovation for development in member States;

(d) Following up with member States on the implementation of the outcomes of the World Summit on the Information Society;

(e) Building the capacity of member States to measure progress in the area of information and communications technology for development and the achievement of the information society;

(f) Supporting member States in strengthening and enabling an environment for building a knowledge-based economy;

(g) Promoting the development of e-services and information and communications technology applications at the national and regional levels;

(h) Providing member States with technical assistance on current issues relating to information and communications technology.

Section 10
Sustainable Development and Productivity Division

10.1 The Sustainable Development and Productivity Division is headed by a Chief who is accountable to the Executive Secretary.

10.2 The core functions of the Sustainable Development and Productivity Division are as follows:

(a) Promoting regional and subregional cooperation on sustainable development with regard to energy, natural resources and the productive sector and assisting member States in the harmonization of policies, measures, norms and standards in those areas;

(b) Promoting integrated water resource management and contributing to mechanisms for improved management of shared water resources among countries of the region;

(c) Monitoring the implementation of Agenda 21 in the region and assisting member States in formulating, developing and implementing associated sustainable development policies;

(d) Supporting the private sector and enterprise development.

Section 11
Social Development Division

11.1 The Social Development Division is headed by a Chief who is accountable to the Executive Secretary.

11.2 The core functions of the Social Development Division are as follows:

(a) Enhancing the capacity of member States to promote an equitable and inclusive process of social development;

(b) Assisting member States in formulating integrated social policies and programmes;

(c) Monitoring and analysing population issues and trends in countries of the region, including in the areas of youth development, ageing and international migration;

(d) Enhancing the participation of Governments and civil society organizations in local development and public policy processes;

(e) Examining the social dimensions of urban development in member States;

(f) Monitoring and analysing the social impact of globalization in countries of the region.

Section 12
Centre for Women

12.1 The Centre for Women is headed by a Chief who is accountable to the Executive Secretary.

12.2 The core functions of the Centre for Women are as follows:

(a) Providing assistance to member States in mainstreaming a gender perspective into national development policies, programmes and projects;

(b) Providing technical assistance institutional and capacity-building of national machineries for women and non-governmental organizations;

(c) Monitoring developments and analysing the situation of women in the ESCWA region and disseminating relevant information;

(d) Monitoring and following up on member States' adherence to and implementation of international conferences and conventions, such as the Beijing Platform for Action, the Arab Plan of Action for the Advancement of Women and the Convention on the Elimination of All Forms of Discrimination against Women, as well as monitoring and analysing trends and developments regarding member States' efforts to achieve the Millennium Development Goals;

(e) Undertaking pioneering and thematic research on ways of improving the status of Arab women and formulating operational projects for the empowerment of women;

(f) Serving as a forum and regional coordinator among Arab States for women and gender issues.

Section 13
Emerging and Conflict-related Issues Section

13.1 The Emerging and Conflict-related Issues Section is headed by a Chief who is accountable to the Executive Secretary.

13.2 The core functions of the Section are:

(a) Assisting member States in formulating conflict prevention, reconciliation and revitalization policies by providing analyses of socio-economic dynamics;

(b) Assisting member States in developing the capacity of the public sector by mainstreaming good governance practices to enhance the delivery of core government functions;

(c) Assisting member States in formulating and implementing policies and programmes to address and reduce the ramifications of conflict and occupation and the impact of emerging global challenges on the most vulnerable ESCWA member States, in particular the least developed countries;

(d) Promoting viable and sustainable peacebuilding policies and mechanisms, including good governance best practices;

(e) Formulating and implementing development programmes in conflict-affected countries to promote reconciliation, social cohesion and revitalization, as well as to mitigate the impact of conflict on sustainable development;

(f) Assisting member States in developing the capacity of local governments to formulate and implement development strategies and programmes in support of peacebuilding and national integration.

Section 14
Programme Planning and Technical Cooperation Division

14.1 The Programme Planning and Technical Cooperation Division is headed by a Chief who is accountable to the Executive Secretary.

14.2 The core functions of the Programme Planning and Technical Cooperation Division are as follows:

(a) Assisting the Executive Secretary in setting priorities and coordinating the development of an integrated programme of work;

(b) Monitoring and evaluating programme performance, identifying problems and proposing corrective measures for subsequent programming cycles;

(c) Coordinating activities with other United Nations organizations and regional and subregional organizations with similar mandates;

(d) Assisting the Executive Secretary in planning, managing, monitoring and evaluating the operational activities of the Commission's technical cooperation programme;

(e) Supporting, in collaboration with substantive divisions, the formulation and implementation of extrabudgetary projects relevant to the ESCWA programme of work and the needs of member States, including monitoring and assessing the impact of those projects;

(f) Supporting the Executive Secretary in developing and implementing the Commission's partnerships and mobilizing its resources.

Section 15
Administrative Services Division

15.1 The Administrative Services Division is headed by a Chief who is accountable to the Executive Secretary. Within the established delegation of authority, he or she is also accountable to the Under-Secretary-General for Management for ensuring

that all regulations, rules and procedures of the Organization pertaining to administrative and management matters are followed.

15.2 The core functions of the Administrative Services Division are as follows:

(a) Providing administrative direction and all appropriate support services (including human resources management, financial, general, procurement, conference, library and security services) to the secretariat of ESCWA;

(b) Advising the Executive Secretary on all administrative, management, security and organizational matters;

(c) Conducting staff-management relations;

(d) Operating, maintaining and supporting, in coordination with ESCWA organizational units, technology-based management systems, including the Integrated Management Information System;

(e) Providing common service arrangements for ESCWA and other United Nations offices and organizations located at ESCWA headquarters (UN House);

(f) Providing central control, management and maintenance of the ESCWA information and communications technology infrastructure;

(g) Administering and implementing the headquarters agreement signed by the United Nations and the host Government and maintaining a working relationship with the host Government;

(h) Providing conference, publishing, language and library services and producing and disseminating the Commission's print and electronic documentation and publications to member States, ESCWA organizational units, the general public and educational institutions;

(i) Planning conference requirements with the chiefs of divisions of ESCWA and other United Nations organizations and government authorities;

(j) Organizing, servicing and providing interpretation and high-quality documentation for the sessions of ESCWA and the conferences, meetings and seminars of intergovernmental subsidiary bodies, in cooperation with the relevant units of the ESCWA secretariat and the Department for General Assembly and Conference Management at Headquarters;

(k) Providing technical, administrative and logistical support to meetings held as part of the regular substantive programme of ESCWA, including meeting arrangements and the translation and processing of relevant documents.

Section 16
Security and Safety Service

16.1 The Security and Safety Service is headed by a Chief who is accountable to the Executive Secretary. The Chief of the Security and Safety Service is also under the technical supervision of the Director, Division of Headquarters Security and Safety Services, Department of Safety and Security.

16.2 The core functions of the Service are to provide security and safety services for the United Nations staff and facilities of ESCWA.

Section 17
United Nations Information Service and United Nations Information Centre

17.1 The United Nations Information Service and the United Nations Information Centre are headed by a Chief who is accountable to the Executive Secretary.

17.2 The core functions of the United Nations Information Service and the United Nations Information Centre are as follows:

(a) Providing a br ad range of information services for ESCWA and for other United Nations offices and organizations in Lebanon;

(b) Disseminating information on, increasing awareness of and promoting the activities of ESCWA, other United Nations offices and organizations in Lebanon and the United Nations as a whole;

(c) Developing and conducting mass media campaigns and maintaining contacts with representatives of the media;

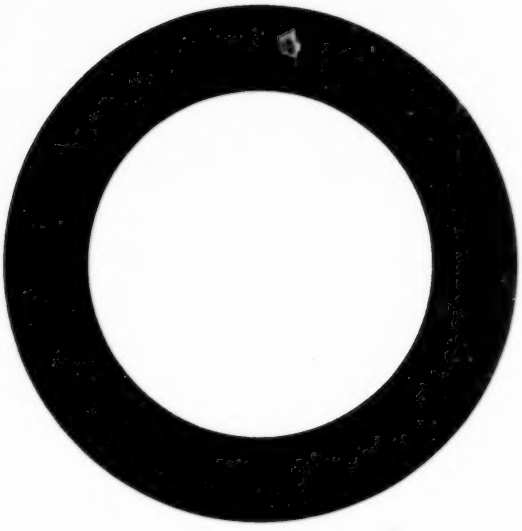
(d) Providing information and feedback to the Department of Public Information at Headquarters.

Section 18
Final provisions

18.1 The present bulletin shall enter into force on the date of its issuance.

18.2 The Secretary-General's bulletin of 27 December 2002, entitled "Organization of the secretariat of the Economic and Social Commission for Western Asia" (ST/SGB/2002/16), is hereby abolished.

(*Signed*) **BAN** Ki-moon
Secretary-General



United Nations ST SGB/2010/8

Secretariat

2 August 2010

Secretary-General's bulletin

United Nations Memorial and Recognition Fund

The Secretary-General promulgates the following:

Section 1
Revision of the United Nations Nobel Peace Prize Memorial Fund

1.1 The United Nations Nobel Peace Prize Memorial Fund was established effective 29 May 2003 for the receipt and administration of the entire proceeds of the Nobel Peace Prize awarded in 2001 to the United Nations and to the Secretary-General.[1]

1.2 The original purpose of the Fund was to create a living memorial to United Nations civilian personnel who had been killed in the line of duty and to provide a practical way of helping their families by making a grant to assist in the education of surviving children. "United Nations civilian personnel" include all staff members of the United Nations, its funds and programmes, United Nations Volunteers serving under the programme established under General Assembly resolution 2659 (XXV) of 7 December 1970, and individual contractors and consultants covered by appendix D to the Staff Rules or the equivalent thereof.

1.3 The present bulletin amends the name of the Fund from the United Nations Nobel Peace Prize Memorial Fund to the United Nations Memorial and Recognition Fund. The purpose and use of the Fund will be expanded in accordance with the present bulletin.

Section 2
Applicability

The Fund shall provide assistance to:

(a) Families of United Nations civilian personnel killed and/or disabled in the line of duty;

(b) United Nations civilian personnel who are victims and survivors of malicious acts aimed at the United Nations;

[1] The General Assembly concurred on 29 May 2003 with the Secretary-General's proposal to establish the Nobel Peace Prize Memorial Fund.

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(c) United Nations civilian personnel and/or their families, who are victims of kidnappings or hostage incidents;

(d) United Nations civilian personnel and/or their families who had to relocate following a well-founded and severe threat to their personal security as a result of their association with the United Nations and confirmed by the Department of Safety and Security.

Section 3
Use

The Fund shall be used to provide assistance as follows:

(a) Payment of grants for education purposes of surviving children of United Nations civilian personnel affected by the acts and incidents set out in section 2;

(b) All ex gratia payments and other grants, over and above the entitlements and allowances payable to United Nations civilian personnel or their families affected by acts and incidents as set out in section 2.

Section 4
Grants for education purposes, ex gratia payments and other grants

4.1 Applications for grants for education purposes of surviving children as set out in section 3 (a) may be requested when the following conditions are met:

(a) The parent or legal guardian of the child or children falls under the scope of section 2;

(b) At the time of the incident, there is at least one child who has not reached the age of 21 and who attends an educational institution.

4.2 Applications for ex gratia payments and other grants pursuant to section 3 (b) may be requested by individuals who fall under the scope of section 2.

Section 5
Administration

5.1 Administration of the Fund, including verification of claims, shall be provided by the Office of Human Resources Management in consultation with the Office of Programme Planning, Budget and Accounts.

5.2 The Financial Regulations and Rules of the United Nations shall apply to the administration of the Fund.

Section 6
Contributions

6.1 In addition to the proceeds of the Nobel Peace Prize and proceeds from the sale of gift items retained by the Organization, the Fund may receive contributions from Member States, intergovernmental organizations, national institutions, foundations and other non-governmental organizations, private sector entities and individuals, staff members and individuals of the United Nations common system.

6.2 Additionally, remuneration and/or honoraria received by the Organization in connection with speaking engagements conducted by United Nations staff in their

official capacity and the monetary portion of the awards presented to United Nations staff as a consequence of performing the Organization's duties and responsibilities as detailed in ST/AI/2010/1 may be deposited into the Fund.

Section 7
Advisory Board

The Secretary-General shall establish an Advisory Board, composed of eminent personalities and representatives of the Secretary-General and the staff to advise on the strategic direction of the Fund and on ways to maximize the level of its resources and to assist the Secretary-General in fund-raising activities for the Fund.

Section 8
Final provisions

8.1 ST/SGB/2003/11, entitled "United Nations Nobel Peace Prize Memorial Fund", is hereby abolished.

8.2 The present bulletin shall enter into force on the date of its issuance with retroactive effect to 28 October 2009.

(Signed) **BAN** Ki-moon
Secretary-General